

NATIONWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>

**TITLE 5 EXCEPTED  
VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 18-269T      OPENING DATE: 11 Jun 18    CLOSING DATE: 26 Jun 18**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**  
**EQUAL EMPLOYMENT MANAGER, GS-0260-12, T5047000**

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**KNOWN PROMOTION POTENTIAL: NONE**

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**SALARY RANGE:**  
**\$75,741.00-\$98,464.00 PA**

**SUPERVISORY** ☐ **MANAGERIAL** ☐  
**NON-SUPERVISORY/NON-MANAGERIAL** ☒

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**LOCATION OF POSITION:**  
**NAME OF OFFICE, PHOENIX, AZ**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:** This is a National Guard Title 5 Excepted Service position and is **Open to all US Citizens** Individual selected will receive an Permanent Appointment subject to the completion of a one year trial period.

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

**Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.**

**VETERAN'S PREFERENCE:**

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

**REQUIRED DOCUMENTATION:**

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this

position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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### **EDUCATION:**

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

### **CONDITIONS OF EMPLOYMENT:**

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

### **REASONABLE ACCOMMODATION POLICY:**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

<b>Relocation Incentive may be offered:</b>	<b>YES</b> <input checked="" type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>PCS may be offered:</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>

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### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

1. Knowledge of Federal EEO principles, laws, regulations and policies, and relevant decisions to recognize and solve individual EEO problems, and to make technical recommendations for decisions in complaint cases
2. General knowledge of Federal Human Resources administration, to include policies and practices, appeals and grievances, and labor relations, in order to provide expert technical advice or assistance to answer questions, resolves problems, or understands technical personnel issues.

3. Skill in applying consensus building, negotiating, coalition building, and conflict resolution techniques sufficient to interact appropriately in highly charged emotional situations.
  4. Skill and ability to prepare project and staff reports and oral communication and writing skills to formulate presentations, conduct training seminars, negotiate settlements, and write proposed decisions in complaint cases.
  5. Ability to plan and carry out the work independently, utilizing a high degree of judgment in analyzing and knowledge of laws, executive orders, policies, regulations, and precedent decisions of appropriate outside governing authorities.
- Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

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**SPECIALIZED EXPERIENCE:** Must have 36 months experience in advising senior management on the administration of laws, policies, and regulations designed to provide equal opportunity and diversity management for the workforce in the state. Serves employees in a wide variety of occupations including professional, administrative, technical, clerical, and blue collar.

**BRIEF JOB DESCRIPTION:** This position serves as principal advisor to The Adjutant General (TAG). The incumbent manages the Equal Employment Opportunity (EEO) program to include Special Emphasis Programs, the Affirmative Employment Plan, Alternate Dispute Resolution, and Complaints Processing System for the Army and Air National Guard population of the state. Studies and analyzes employment laws, regulations and policies from National Guard Bureau Headquarters to formulate and implement the state's EEO program. Prepares and coordinates the implementation of the State Affirmative Employment Plan. Coordinates with other human resource work centers such as staffing and classification in developing recruiting and employment strategies to ensure equity and diversity within the state's workforce. Formulates policies designed to prohibit discrimination due to race, color, religion, sex, national origin, age and disability. Reviews HR policies and programs to determine barriers, if any; advises the Adjutant General relative to their impact on National Guard policy to overcome under representation of minorities and women; and recommends changes or new actions to TAG and the Human Resources Officer. Analyzes data to identify trends, progress, problem areas, and recommendations of minority and female representation. Utilizes this data for input into AEP planning, recruiting development and employment strategies to advise TAG, commanders, managers, supervisors, and recruiters on the best courses of action needed for equal employment opportunities and diversity to be achieved. Accomplishes a quarterly review and analysis to monitor progress. Prepares annual accomplishment reports and plans updates for submission to the local district office of EEOC and National Guard Bureau's Office of Equal Opportunity (NGB-EO). Participates in national training conferences that have DoD and NGB involvement and participation, as part of the total community outreach initiative. Manages the State's EEO/EO complaints processing system on behalf of TAG. Prepares guidance to implement applicable EEO and EO laws and regulations within state National Guard organizations. Ensures that National Guard military and technician personnel are fully aware of the avenues of redress available to them and that all National Guard members, including commanders, managers, and supervisors, receive appropriate awareness training and orientation. Advises TAG on the merits and validity of all discrimination complaints and recommends methods and procedures for settlement and resolution. Provides guidance and advice to investigators on military discrimination complaints. Develops and conducts equal employment opportunity training for new hires and supervisors. Participates in the development and administration of the state's upward mobility program. In conjunction with the State HR/EO and MEO Officers, coordinates and assists in the development of ARNG EO and ANG MEO military programs and affirmative action plans. Counsels employees and applicants who believe they have been discriminated against; insures the timely, fair and impartial consideration and disposition of complaints; maintains and secures all documents pertinent to informal and formal complaints. Coordinates formal hearings when requested by the complainant. Make recommendations to TAG on resolution of complaints. Selects Special Emphasis Program Managers and EEO Counselors, and oversees their collateral work assignments. Supervises a full-time Equal Employment Specialist as required. Performs other duties as assigned.

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**SELECTING OFFICIAL:** BG Kerry Muehlenbeck

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